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AFMC FORM 700,DEC 95 (EF-)	/4)(Perform Pro)	PREVIC	OUS EDITION IS OBS	OLETE * When us	ed as a formal o	contract this will be	the effective date.

1. In accordance with the provisions of the basic contract F33657-97-D-2007, Special Contract Requirement H-013 entitled "Orders" and this delivery order 0006, the contractor shall provide acquisition logistics support in accordance with the attached Statement of Work (SOW) "Acquisition Logistics Support for the AC-130U Gunship Task #1" dated 28 February 1997 as specified below at a ceiling amount of \$ 131,538.

2. SECTION B

			Quantity	Unit Price
Item No		Supplies/Services	Purch Unit	Total Item Amount
0001AA	SubCLIN	sec class: U	1 LO	\$ 97,599.00 \$ 97,599.00

noun: ACQUISITION LOGISTIC SUPPORT

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: Y

descriptive data:

A. The contractor shall provide acquisition logistic support in accordance with the attached SOW. This SubCLIN is for an estimated 3,840 hours and is fully funded.

B. Listed below by are the negotiated labor categories and corresponding estimated number of labor hours (for 60 days) for each category:

LABOR CATEGORY	ESTIMATED HOURS
Project Manager/On Site	352
Project Manager/Off Site	140
Ops Research Analyst	
Senior Logistician/On Site	2,288
Senior Logistician/Off Site	528
Journeyman Logistician/Off Site	352
Associate Logistician	
Admin Mgmt Specialist	80
Logistics Clerk	100
TOTAL DIRECT LABOR	3,840

 Item No
 Supplies/Services
 Quantity
 Unit Price

 0001AB
 OPTION SubCLIN
 sec class: U
 \$

noun: ACQUISITION LOGISTIC SUPPORT

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: Y

descriptive data:

A. The contractor shall provide acquisition logistic support in accordance with the attached SOW. The price for this SubCLIN is \$462,119 for an estimated 18,160 hours.

- B. The Contractor grants to the Government an option to acquire the services described in this subCLIN at the price set forth in the schedule. The Government may exercise said option unilaterally by giving the Contractor written notice at any time on or before the expiration date of subCLIN 0001AA.
- C. Listed below are the negotiated labor categories and corresponding estimated number of labor hours for each category:

LABOR CATEGORY	Estimated Hours
Project Manager/On Site	1,648
Project Manager/Off Site	700
Ops Research Analyst	
Senior Logistician/On Site	10,792
Senior Logistician/Off Site	2,472
Journeyman Logistician	1,648
Associate Logistician	
Admin Mgmt Specialist	400
Logistics Clerk	500
TOTAL DIRECT LABOR	18,160

Quantity Unit Price
Purch Unit Total Item Amount

Supplies/Services

O002AA SubCLIN

Sec class: U

LO

NSP

noun: DATA-EXHIBIT A acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: Y

descriptive data:

The contractor shall provide data in accordance with Contract Data Requirements List (CDRLs A001, A002, A003, A004), DD Form 1423, dated 12 February 1997, attached as Exhibit A. The second Status Report (CDRL A002) will be the deliverable for the end of this Phase I period. The price of this SubCLIN is included I in the price of SubCLIN 0001AA above.

0002AB OPTION SubCLIN sec class:

noun: DATA-EXHIBIT A acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035

GLUUS977200035-01

type contract: Y

descriptive data:

A. The contractor shall provide data in accordance with Contract Data Requirements List (CDRL), DD Form 1423, dated 12 February 1997, attached as Exhibit A. The price of this SubCLIN is included in the price of SubCLIN 0001AB above.

B. The Contractor grants to the Government an option to acquire the services described in this SubCLIN at the price set forth in the schedule. The Government may exercise said option unilaterally by giving the Contractor written notice at any time on or before the expiration date of SubCLIN 0001AA.

\$ 33,554.00

\$ 33,554.00

LO

Item NoSupplies/ServicesQuantity
Purch UnitUnit Price
Total Item Amount0003AASubCLINsec class: U1\$ 385.00LO\$ 385.00

noun: MATERIALS/SUBCONTRACTING

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: Y

descriptive data:

The contractor shall provide materials and subcontracting required in the performance of Item 0001AA and 0002AA above, pursuant to Special Contract Requirement H-011 hereof. This CLIN is fully funded.

0003AB SubCLIN

0004AA

sec class: U

noun: MATERIALS/SUBCONTRACTING

acrn: AA nsn: N

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: Y

descriptive data:

The contractor shall provide materials and subcontracting required in the performance of Item 0001AB and 0002AB above in the amount of \$1,925, pursuant to Special Contract Requirement H-011 hereof. This CLIN is fully funded.

sec class: U

noun: TRAVEL AND COMPUTER SERVICES

acrn: AA nsn: N

SubCLIN

site codes pqa: D acp: D fob: D

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: S

descriptive data:

The contractor shall provide Travel/ Computer Services required in the performance of SubCLINs 0001AA and 0002AA above pursuant to Special Contract Requirement H-011 of the basic contract entitled "Payment Provisions for Material/Computer Services/Travel/Subcontracting". This SubCLIN is fully funded.

Item No

Supplies/Services

Unit Price Quantity Purch Unit Total Item Amount

0004AB

sec class: U

noun: TRAVEL AND COMPUTER SERVICES

acrn: AA nsn: N

OPTION SubCLIN

pqa: D acp: D fob: D site codes

pr/mipr data: GLUUS977200035 GLUUS977200035-01

type contract: S

descriptive data:

The contractor shall provide Travel/ Computer Services required in the performance of SubCLINs 0001AB and 0002AB above pursuant to Special Contract Requirement H-011 of the basic contract entitled "Payment Provisions for Material/Computer Services/Travel/Subcontracting". The price for this SubCLIN is \$93,612.00.

B. The Contractor grants to the Government an option to acquire the services described in this subCLIN at the price set forth in the schedule. The Government may exercise said option unilaterally by giving the Contractor written notice at any time on or before the expiration date of subCLIN 0001AA.

3. SECTION F

Item No Supplies Schedule Data Delivery Schedule Quantity Date

SubCLIN Del Sch Sec Class: U 0001AA

acrn: AA ship to: U

2MARO

descriptive data:

The period of performance shall be for two months after receipt of order.

0002AA SubCLIN Del Sch

Sec Class: U

acrn: AA ship to: U

ASREO 1

descriptive data:

Data shall be in accordance with DD Form 1423, dated 13 February 1997. Exhibit A, attached hereto.

0003AA

SubCLIN Del Sch

Sec Class: U

1 **ASREQ**

acrn: AA ship to: U

descriptive data:

The period of performance shall be concurrent with CLIN 0001AA above.

 Item No
 Supplies Schedule Data
 Quantity
 Date

0004AA SubCLIN Del Sch

Sec Class: U

acrn: AA ship to: U

1 ASREQ

descriptive data:

Concurrent with SubCLIN 0001AA.

4. SECTION G

ACRN Acct Class data Supplemental Accounting Classification Amount

AA ACCOUNT
UNCLASSIFIED 9770400 5600 F03000 \$ 131,538.00

pr/mipr data:

GLUUS977200035 GLUUS977200035-01

descriptive data:

The fund cite appears as follows on the PR:

9770400 5600 X67 4720 714000 070000 592IE 046404 503000 F03000 9770400 5600 X67 4720 714000 070000 592 046404 503000 F03000

A&AS Code is 592IE.

5. SECTION H

a. In accordance with AF FAR Sup 5352.245-9000, Base Support (Jul 1992), base support will be provided by the AC-130U Gunship Mission Area Group (ASC/LUUL) for the following items:

Office space, Telephone, Utilities and Standard office materials and equipment.

- b. In accordance with Special Access Requirements/Procedures, Atch 2, DD 254 dated 14 March 1997 applies to this delivery order.
- c. In accordance with Special Contract Requirement 5252-232-9305, "Limitation of Government's Obligation -Time and Materials" the ceiling price of this order for SubCLIN Q001AA and 0003AA is \$97,984.00 of which \$97,984.00 is available and obligated. The amount currently funded will support the effort for two months after receipt of order.

6. SECTION I

The following clauses are added to Section I-CONTRACT CLAUSES for this task order:

52.217-5 EVALUATION OF OPTIONS (JUL 1990) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

52.217-8 OPTION TO EXTEND SERVICES (AUG 1989) The Government may require continued performance of any services within the limits and at the rates specified in the Contract. The Contracting Officer may exercise the option by written notice to the Contractor within the period specified in the Schedule.

In accordance with FAR Clause 52.232-22, "Limitation of Funds" (Apr 1984), Section I of the basic contract, the estimated cost of SubCLIN 0004AA is \$33,554.00. The amount presently available and allotted to this cost-reimbursable effort is \$33,554.00. It is contemplated that the funds presently allotted to this SubCLIN will cover the work to be performed for two months after receipt of order.

7. SECTION J

Document	Title and Date	No. of Pages
Atch 1	Statement of Work dated	4
	7 March 1997 for Acquisition Logistics	
	Support for the AC-130U Gunship Task #1	
Atch 2	DOD Contract Security	3
	Classification Specifications	
	dated 14 March 1997	X.
Exhibit A	Contract Data Requirements	4
	List (CDRLA001, A002, A003, A004) dated 12 Feb	ruary 1997

8. In order to avoid any actual or potential organizational conflict of interest regarding the work to be performed under this contract, RJO shall obtain advance written permission from the Contracting Officer prior to entering into any contractual, subcontractual, or ordering agreement with Rockwell, and prior to the issuance of any orders to Rockwell under RJO's existing Basic Ordering Agreement with Rockwell. This requirement shall remain in effect for the entire period of performance of this contract, including any extensions.

AND

TASK ORDER ESTIMATE

P# 9731-03-15

7 MARCH 1997

IN RESPONSE TO SOLICITATION F33657-97-D-2007

ASC/LUUL

TASK ORDER STATEMENT OF WORK Dated: 28 February 1997

Acquisition Logistics Support for the AC-130U Gunship Task # 1 Prepared for:

DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (ASC)

WRIGHT-PATTERSON AFB, OH 45433-6503

SECTION 1

1.1 TECHNICAL APPROACH

RJO Enterprises, Inc., (RJO)'s technical approach to providing acquisition logistics assistance to ASC/LUUL is based upon providing support in all of the Integrated Logistics Support (ILS) activities/elements listed in the Statement of Work (SOW). RJO proposes to provide the following on-site manyears:

Labor Category	Number
Project Manager	1
Senior Logistician	8
Journeyman Logistician	1

1.2 Potential Organizational Conflict of Interest (OCI) Avoidance

In response to paragraph 4 of the letter Request for Task Order Proposal, RJO has entered into a Basic Ordering Agreement (BOA) with Rockwell. However, RJO sees no need to utilize Rockwell's services or seek its assistance in any capacity with respect to RJO's performance of work for this task order. Nonetheless, RJO hereby agrees and affirmatively represents that (i) it has not issued any orders to Rockwell under the BOA with respect to this or any other task order and will obtain the Air Force's advanced written permission before doing so and (iii) it will prohibit its officers, employees, agents and representatives from any and all communications with Rockwell concerning any work performed or to be performed by RJO under this task order. RJO also acknowledges and agrees to the restriction set forth in paragraph 4.1.5 of the SOW and submits that with its decision to no-bid the AL Gunship Task 2, RJO will have no association under Task 1 with work being performed under TAMSCO Contract No. F33657-93-D-2182 Task 0008 (see also note under paragraph 1.3.e of this proposal). RJO submits that this proactive agreement and representation fully avoids any potential OCI.

1.3 Understanding The Requirement

The purpose of the work to be performed in response to this solicitation is to provide the AC-130U Gunship program with technical and analytical acquisition logistics support. This support will consist of assisting or performing, as required, the varied logistics actions necessary to ensure a program status awareness and tracking that will provide program managers the ability to monitor the accomplishment of contract requirements. RJO understands the distinction of inherently government tasks and will support, rather than accomplish, those actions. All data or computer software delivered under this task order will be delivered with "unlimited" technical data and computer software rights to the government. No engineering support will be provided under this order. The following specifics are provided:

a. Maintenance Planning (MP) assistance will consist of evaluating potential maintenance concepts and providing recommendations and alternatives with supporting rationale. The intent will be to assist in establishing a management and planning process for achieving an equipment maintenance/repair capability to provide a logistically supportable system; manage the depot maintenance activation planning process along with the acquisition of required organic depot capabilities; reduce the risk of incurring unnecessary life cycle costs along with the development/implementation of a post production support program; and ensure timely availability of the required maintenance/repair support capability with the systems and equipment. RJO technicians will maintain insight into the prime contractor's related analysis and studies such as RLA, FMECA and R&M analysis and predictions. The available LSA data base will be used to the extent possible in performing analysis in order to manage risk in the MP area. On-site and off-site personnel will continue to monitor Interim Contractor Support (ICS) and Weapon Systems Support (WSS) activities until the weapon system becomes organically supported.

F33657-97-D-2007/0006 Page 3 of 4

Additionally, Integrated Weapon System Support (IWSS) is in the planning stages and requires a large amount of logistical work for the effort to be on contract by FY99. RJO personnel have extensive experience with the source selection process.

- b. Manpower and Personnel (M&P) planning assistance will primarily concern refining the established current personnel requirements and new requirements associated with future major modifications. AFI 63-117, Integrated Manpower, Personnel, and Comprehensive Training and Safety (IMPACTS) Program will be used to provide a framework to address and integrate all the human elements of manpower, personnel, training, safety and health into the Gunship program requirements. This will also include the effect of planned workloads on operators and maintenance personnel (including software support personnel) in the operational environment.
- c. Supply Support (SS) assistance will consist of ensuring that timely and adequate spares, repair parts, and special supplies are available to satisfy operations and maintenance functions during the life cycle of the systems and equipment. Monitoring, tracking, and statusing ICS, MICAP and Readiness Support Package (RSP) requirements will continue to be major items of importance. This will include post production support evaluations centering on analysis of vanishing vendors and obsolete parts and requisite second sources. Spares acquisition and spares level calculations will be carefully evaluated with regard to the maintenance concept and potential future use of lean logistics and just-in-time-parts principles.
- d. Support Equipment (SE) assistance will consist of accomplishing all actions essential to the identification, procurement, development, delivery and support of SE. Support equipment is a critical program delivery product which can have major program funding and schedule impacts if not properly managed. To this end, our technicians will assist in the planning process and provide assessments of the contractor's efforts in meeting the SE requirements. Considering that the Gunship is now a fielded system, the primary program emphasis is now concentrated on the sustainment and modification phase. Future efforts will concentrate on both modifications and weapon system support. New modifications are the -185L Aircraft Power Unit (APU), the AN/ALQ-172 Countermeasures Set, the AN/APQ-26 IDS and the Display Generator Unit (DGU).
- e. Technical Data (TD) efforts will primarily concentrate on development and fielding of the Organizational Maintenance Manuals Set (OMMS), the effort associated with clean up and delivery of engineering data packages, and the incorporation of modification data into the AC-130U manuals. The engineering data effort includes the clean up and delivery to WR-ALC of some 12,000 production and modification data packages. Realizing that the AC-130U aircraft and equipment has been fielded with preliminary technical manuals (TMs). the major efforts center on review, verification, conversion to basic issues and incorporation of the modification data into the TMs. Other efforts will be the continuation of the identification, approval, and incorporation of corrections and improvements, submitted by field users, to the aircraft and commodity TMs. NOTE: RJO hereby agrees and represents that the technician assigned to work the Technical Data area under this task order will be restricted from any involvement, action, or association with work being performed on TAMSCO Contract F33657-93-D-2182 Task 0008. RJO agrees that it will take all steps necessary to ensure that the technical assistance and management support efforts provided by this technician will be exclusively devoted to other technical data projects, to include those acquisition and sustainment efforts described above. RJO further agrees that this technician will be given written guidance by RJO management concerning the TAMSCO contract restrictions, which will be prominently displayed in his work cubicle and a copy given to the RJO on-site project manager. RJO's project manager will review and approve all tasks assigned to the RJO technician.
- f. Training and Training Support (TTS) will require assistance in analyzing the training implications of on-going and future modifications to the AC-130U weapon system. Special emphasis will be applied to ensure that proposed changes to the aircrew and maintenance trainers, with applicable course ware, address the impact(s). Additional requirements may consist of providing specialized (graybeard) acquisition logistics concept information, support of training planning conferences, use of proper directives, AF policy, proper job techniques, anticipated problems and results, and requisite coordination. Type I weapon system training will be contracted for as required to support user and depot requirements.

Page 4 of 4

- g. Support of the Facilities (FA) effort, at this point in the weapon system life cycle, primarily concerns the ASMT facility along with the identification, evaluation, resolution and tracking of problems relating to a fielded weapon system. This will include considerations for wartime surge and/or contingency operations.
- h. Logistics Support Analysis (LSA) efforts will primarily concentrate on the update of existing LSA and in some cases new development LSA.
- i. Support of Warranties will primarily concentrate on the AN/APQ-26 and new modifications to the AC-130U Gunship. Any warranties from the basic system will be monitored for manufacturing and workmanship. This will include warranty and service reporting programs as they pertain to computer resources.
- j. Computer Resources Support (CRS) will primarily concentrate on the various updates (block updates) to the Operational Flight Program (OFP) and the Controls/Display Program (CDP) i.e., Build 9.0, 10.0, etc. Additionally, monitoring of the Software Integration Lab (SIL) and the Radar Software Support Facility, along with numerous software documents, will be updated as part of these efforts.
- k. Other specialized support will consist of: evaluating various change proposals and providing verbal and written documentation for use by management for Configuration Control Board (CCB) input and other contractual actions; participate in and provide technical assessments, with respect to logistics requirements, at program reviews and technical interchange meetings; provide evaluations of various documents, plans and processes; prepare various draft correspondence, plans, and contractual requirements; and perform travel in support of logistics requirements as required by the government.

1.4 Management of the Task Order

In accordance with paragraph 5.2 of the basic contract Statement Of Objectives (SOO), RJO employs a Program Manager to act as a single point of contact for management decisions and for discussing overall contract issues. A Project Manager (PM) will be assigned as the on-site manager that interfaces with the program office personnel for detailed requirements and assignments. In accordance with paragraph H-009 of the basic contract, the PM will supervise and exercise control and direction over the employees selected to perform work under this task order. Additionally, RJO will provide all necessary administrative and other support to the selected employees. Our understanding of ASC logistics support management is the product of a decade of continuous improvement and lessons learned on the job. We will continue to listen and respond commensurate with your desires.

- a. Responsibilities: The technical staff for the ASC/LUUL acquisition logistics support effort will be provided by RJO under the Aerospace Technical Services (ATS) Directorate located at 4200 Col Glenn HWY, Dayton OH. Mr. Chuck Weaver through the Acquisition Logistics Program Manager, Mr. Tom Brown, will provide project interface. Mr. Weaver and the PM are responsible to Mr. Brown for the content and accuracy of all work performed on the project. The PM is responsible for receipt and assignment of all tasking, the technical quality of all products, the on-site management of personnel, adherence to project schedules and contract deliverables, and will be responsible for assuring that technical performance meets program requirements. Mr. Weaver is responsible for financial management of the project and will keep all responsible parties aware of all formal deliverables schedules and status.
- b. Project Staffing: RJO proposes to use the personnel indicated on the attached resumes. The Senior and Journeyman Logistician positions for Hurlburt Field are included in the resume package. Should retention of the indicated personnel not be possible or practical, due to personnel availability or losses, RJO will provide resumes for replacement personnel prior to placing anyone as replacement actions. After Functional Area Evaluator (FAE) concurrence of recommended replacement personnel, RJO will expedite the hiring and placement of those selected. Due to RJO being the sole contractor, with no subcontractors, all personnel will be RJO personnel. This should prevent problems and ensure a faster placement of acceptable personnel. RJO considers employee retention to be a very serious matter and to this end every effort will be made to ensure the employee's concerns or potential problems are heard and promptly resolved. Our 92% employee retention rate for the previous AL Contract is the result of continuous attention by RJO management to the needs of the work force.

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	c SOLICITATION OR OTHER NUMBER	DUE Date	(YYMMDD	"		c. f	FINAL (Complete Item 5 in	all cases)	Date (YYMM	DD)	
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7-97-D-2007/0006 12. PUBLIC RELEASE. Any information (classified or uncleasified) pertaining to this contract shall not be release by appropriate Government authority. Proposed public Direct X Through (Speally): ASC/PA, 1865 4th St, STE 15, WPAFB, OH 45433-7129 to the Directorate for Freedom of Information and Security Review, Office of the Assistant. Secretary of Defense (Public Affairs) for review. In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency. 13. SECURITY GUIDANCE. The security classification guidance need for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guidelines/extracts reference herein. Add additional pages as needed to provide complete guidance.) b. Ref Blk 10j: FOUO applies. See addendum. c. Ref Blk 11a: Releasing Government activity will furnish complete classification guidance for the service to be performed. Contractor performance is restricted to ASC/LU, 2275 D St, STE 16, WPAFB, OH 45433-7233. Classification, declassification and markings will be in accordance with E.O. 12958. d. Ref Blk 111: Contractor performance will occur on Wright-Patterson Air Force Base (AFB). DIS is relieved of all inspection responsibility for contractor performance on the installation. ASC/SYSIC will maintain Security oversight. The Notification of Government Security Activity and Visitor Group Security Agreement clause applies. See contract clause "Section I" for details. d. Program Manager: Capt Johnson, ASC/LU, 2275 D St, STE 16, WPAFB, OH 45433-7233 or (937)255-1879. The National Industrial Security Program Operating Manual (Jan 95) applies. 14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide the pertinent contractual clauses in the contract document itself, or provide an appropriate staten a copy of the requirements to the cognizant security office. Use Item 13 if additional space is no 15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. (If Yes, identify specific areas or elements curved out and the activity responsible for inspections. Contractor performance will occur at Wright-Patterson AFB OH. DIS is relieved of all inspection responsibility for contractor performance on the installation. ASC/SYSIC will maintain security oversight. 16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below. c. TELEPHONE (Include Area Code) b. TITLE a. TYPED NAME OF CERTIFYING OFFICIAL **Contracting Officer** (937) 255-8526 17. REQUIRED DISTRIBUTION d. ADDRESS (Include Zip Code) a. CONTRACTOR b. SUBCONTRACTOR c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION e. SIGNATURE . ADMINISTRATION CONTRACTING OFFICER 1. OTHERS AS NECESSARY ASC/SYSIC Orm 254, DEC 90 (FEVERSE) (EF-VI) (Pe

FOR OFFICIAL USE ONLY

The following procedures will be used to protect FOR OFFICIAL USE ONLY (FOUO) information.

1. HANDLING: Access to FOUO material shall be limited to those employees who need the material to do their jobs. The FOR OFFICIAL USE ONLY marking is assigned to information when created by a DOD User Agency. FOR OFFICIAL USE ONLY is not a classification, but requires extra precautions to ensure it is not released to the public.

2. MARKING:

- a. Mark an unclassified document containing FOUO information "FOR OFFICIAL USE ONLY" at the bottom of each page containing FOUO information and on the bottom of the front page or front cover (if any) and on the back of the last page and on the back cover (if any).
 - b. In a classified document, mark:
- An individual paragraph that contains FOUO, but not classified information, by placing "(FOUO)" at the beginning of the paragraph.
- The top and bottom of each page that has both FOUO and classified information, with the highest security classification of the information on that page.
 - "FOUO" at the bottom of each page that has FOUO but not classified..
- If a classified document also contains FOUO information or if the classified material become FOUO when declassified, place the following statement on the bottom of the cover or the first page, under the classification marking: "NOTE: If declassified, review the document to make sure material is not FOUO and not exempt under AFI 37-131 before public release.
- c. Mark other records, such as computer print outs, photographs, films, tapes, or slide 'FOR OFFICIAL USE ONLY" so that the receiver or viewer knows the record contains FOUO information.
- d. Mark each part of a message that contains FOUO information. Unclassified messages containing FOUO information must show the abbreviation "FOUO" before the test begins.
 - e. Make sure that documents that transmit FOUO materials call attention to any FOUO attachments.
- f. Any FOUO material released to a contractor by a DOD User Agency must have the following statement on the front page or cover: THIS DOCUMENT CONTAINS INFORMATION EXEMPT FROM MANDATORY DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. EXEMPTION(S) ______APPLY.
- 3. STORAGE: To safeguard FOR OFFICIAL USE ONLY records during normal duty hours, place them in an out-of-sight location if your work area is accessible to persons who do not have a valid need for the information. After normal duty hours, store FOUO records to prevent unauthorized access. File them with other unclassified records in unlocked files or desks when internal building security is provided. When there is not internal security, locked buildings or rooms usually provide adequate after-hours protection. For additional protection, store FOUO material in locked containers such as file cabinets, desks, or bookcases. Expenditure of funds for security containers or closed areas solely for the protection of FOUO data is prohibited.
- 4. **TRANSMISSION**: FOUO material shall be transmitted by the same methods as other UNCLASSIFIED material. Discussion of FOUO material on the telephone is authorized if necessary for performance of the contract. FOUO information may be transmitted over telephone lines in digital form, by telecopies, or by other DSN teletype lines without encryption.
- 5. **RELEASE**: FOUO information shall not be released outside the contractor's facility except to representatives of the DOD.
- 6. **DESTRUCTION**: When no longer needed, FOUO information may be disposed of by an method which will preclude its disclosure to unauthorized individuals.

H. DATE

G. PREPARED BY

DD Form 1423-1, JUN 90

FREDERICK D. KELLER, LTC, US

Chief, Acquisition & Logistica Feb 97

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